

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: November 18, 2020

Attendance:

Board members attending are noted by an 'x' in the table below/ board members not present but excused are marked with an 'E'. Team representatives and guest in attendance are also noted.

David Cottam	X	Michael Allegretti	X	Zone Reps		Athlete Reps		Guests		Office	
Leo Lin	X	Kent Yoshiwara	X	1N – Laura Mitchell	X	Jivana Nagpal	X	Millie Nygren	X	Cindy Rowland	X
Veronica Hernandez	X	Kelly Schott	X	1N- Larry Rice	X	Taylor Rohovit	X	Christopher Lam	X	Laurie Benton	X
Daniel Cottam	X	Mike Davis	X	1S – Mark Taliaferro	X	Ernest Leong	X	Gako Ito	X	Diana Fetterman	X
Kyle Kikuta		Clinton Benton	X	2 – Peter McNamara		Saya Ryan	X	Valerie Rudd	X	Jeannette Soe	
Marie Lin	X	David Benjamin	X	3 – Kevin Twohey		Aidan Pflieger	X	Phil Grant	X	Annie Stein	X
Mary Ruddell	X	Debbi Tucker	X	4 - Jerry Rudd	X	Lily Struempf	X	Markus Daene	X		
Kelly Crowley		Mike Piccardo	X	4 - Jim Morefield	X	Sophie Boeun	X				
Don Heidary		Jay Rowland	X								
Carlene Takaki	X										

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by David Cottam 7:30 PM		
Conflict of Interest	Meeting opened with question of any member having a financial conflict of interest. Clint Benton and Jay Rowland reminded us that they have spouses that are staff.		
Minutes from Previous Meeting	September 16, 2020 BOD minutes amended and amended minutes approved.		
Minutes from Previous Executive Committee Meetings	No Actions		
Officer's Reports			
Chair	David Cottam: <ol style="list-style-type: none"> 1. Executive Committee Meeting October 7 - discussed recommendation to sanction multi-team meets. It will require one extra step than our one club sanctions. It will require getting the written approval of the meet venue operator stating than an event with two or more teams is approved to be held in the facility. 2. Executive Committee Meeting October 21 - convened to agree to authorize the LSC to offer the option of a Flex membership to athletes for one year ending 8/31/2021. This was offered in order to provide financial 		

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	<p>flexibility which might assist athletes in the this time of COVID 19.</p> <ol style="list-style-type: none"> 3. The October HOD meeting was a virtual meeting on October 11. We approved a 6 month budget. 4. The Athletes ' Leadership Summit was held October 10 and 11th , and 47 of the athletes attended the HOD meeting as well. Kudos to Veronica Hernandez and the Athlete Committee for their recruitment of about 80 athlete representatives. and setting up a very successful Summit. 5. The Task Force for reviewing registration and membership fees met twice and has several more meetings scheduled. They will present their recommendations to the BOD and if approved to the HOD. 6. Governance Committee gave 2 recommendations: 1) that we do not give bonuses to the staff this year given our budget as a result of COVID. 2) The annual review of the staff which is scheduled for December, be rescheduled to align with the LSC budget year. 7. Committees are reminded that it is a requirement that they take minutes, and they can use them as the report to be posted for the BOD. 8. HOD elections will take place on May 23, 2021 9. The Office will be closing for the two upcoming holidays. It will close November 23 and reopen November 30, close December 24 and reopen January 4th. Laurie Benton states that the club registration packets need to be postmarked by December 15th. Annie Stein requests that she receive the sanction requests for any meets scheduled for the first weeks of January by December 22. 10. Coaches and swimmers are reminded to follow all protocols for being safe from COVID 19. We have a very small number of swimmers that have contracted COVID 19, but none have contracted the virus via swimming or swimming activities. 		
Vice Chair – Program Operations	Leo Lin - info embedded in the committee and task force reports		
Vice Chair – Program Development	Veronica Hernandez - most info embedded in the committee task force reports. She is also in the process of accessing the different programs and setting priorities about which should be supported.		
Treasurer	<p>Mary Ruddell:</p> <ol style="list-style-type: none"> 1. Mary reviewed the financial reports explaining that we have taken losses as expected. Membership is down slightly more than budgeted for, but we have had swim meets that were not anticipated, so revenue is slightly more than budgeted. 2. Financial reports were approved. 3. We reviewed the data from our "revised meet fee structure" during COVID 19 and agreed to continue it through December as initially proposed. 		
Age Group	Kyle Kikuta: no report		
Sr. Committee	Dan Cottam: No report		

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Registration	Laurie Benton - See Report		
Report/Recom - Staff	<p>Cindy Rowland: See posted report s</p> <ol style="list-style-type: none"> 1. California has passed a rule that any employer with 5 or more employees must provide Sexual Harrassment Prevention Training to their employees. There is a free service for this supplied by CA.gov. Here is the link: https://www.dfeh.ca.gov/shpt/ 2. This is the last week to let Cindy know if you and your club want to take advantage of getting Zoom with all the special features under USA Swimming for \$120. She will need to know by Monday, November 23., as Cindy needs to submit the request by December 1. 		
Consent Calendar	Consent Calendar approved - With Athlete, Diversity, Zone 4, Zone 3 and Officials Committee providing supplementary oral reports.		
Athletes	<p>Taylor Rohovit and Jivana Nagpal</p> <ol style="list-style-type: none"> 1. Each Committee has at least 20% representation by athletes. Because there are so many athletes, a new procedure was instituted for assigning athletes to the committees. Athletes filled out a form and listed their choice for committee. Every athlete was able to be assigned to their 1st choice. All committee Chairs have been given the list of the athletes assigned to the committee. 2. Because they are now so large, subcommittees were formed for various tasks 3. Saya Ryan heads up the Committee on Mental Health and they plan to bring Mental Health professionals to come and talk to the athletes. 4. Lily Struempf heads up the Buddy Committee. Athletes fill out forms that list their hobbies, interest etc. and then each athlete is paired with an athlete with similar interests. They will evaluate and update these pairings every 3 or 4 months. 5. There is a Policies and Procedures Committee working on policies and procedures for athletes , and they will present their work to the BOD so it can be brought to the HOD this spring 		
DEI and D	<p>Ernest Leong and Laura Mitchell:</p> <ol style="list-style-type: none"> 1. He is reporting on the Auction to raise money for the DEI & D programs. The goal is to raise \$25,000. 2. They are presently doing outreach to businesses to get items for the auction. This will end November 30th. They have a template for soliciting donations which they will be glad to supply to anyone wanting to solicit donations. 3. From November 30 - December 5th they will set up all the auction items. 4. From December 7th-December 11th they will open up the on-line auction 5. From December 12-18, any items not sold in the auction will be priced and put on sale. 6. Gift cards are always good items for the auction and they will gladly accept any that are donated. 		
Officials	Mike Davis:		

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	<ol style="list-style-type: none"> 1. John Abe was thanked for his service as co-official's chair for Zone1 South. He is stepping down because during this time his business has increased and he needs to spend his time on this. Jennifer McKennan will continue be co-chair, and will be joined by Jeanette Soe 2. 2 officials from Pacific Swimming worked at the US Open that was held in Oregon - Jeannette Soe and Wayne McIntosh 3. Mike had ordered 50 masks with the Pacific Swimming logo that he distributed to Officials working in all the intrasquad meets taking place in Pacific Swimming. He has ordered another 50 (he has managed the cost since there is nothing for this in the budget) to be distributed to other Officials who are working during this pandemic time. 4. We've had meets in all of Pacific Zones but were are not sure what will happen now that we are going to purple 5. He is working on a 1 day Official's clinic (via Zoom) to take place on a Saturday in mid January. It is designed to have 2 sessions. Morning Session will open with a Town Hall and then move into different classes in break out rooms. There is a 2 hour break and then classes in the afternoon in various breakout rooms 6. The Official's Committee will be meeting tomorrow via zoom and will be working on that. 		
Zone Reports			
Zone 1N	No report		
Zone 1S	No report		
Zone 2	No report		
Zone 3	Debbi Tucker: <ol style="list-style-type: none"> 1. They had a meeting last night 2. They now have a full set of touch pads (they bought 2 more) to complete the set 3. They are also purchasing gutter brackets which they can use to hook up the pads 4. They have reserved a 3rd of their reserve funds to assist those teams in Zone 3 that could not get Pacific Grants 		
Zone 4	Jim Morefield <ol style="list-style-type: none"> 1. They were able to have one intrasquad meet run. 2. Another club tried twice to run a meet but because of the restrictions and requirements it was not possible to run the meet. 3. Right now Nevada requires that all adults at the meet must have a COVID 19 test. But in the Reno area where they were trying to run the meet, COVID 19 testing is limited to people with symptoms. They are not testing asymptomatic adults. Results take around 6-7 days to be returned. Carlene Takaki says that Project Baseline will test asymptomatic people and turn around is 3 days or less. Perhaps they provide services in Nevada 4. Tahoe team had a very hard time getting into the water because of the restrictions. They finally got in last 		

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	week, but with the spike in number of cases, the pool is closed down again.		
Old Business	None		
Old Motion	Motion 2009VCPO01 Open Water Sanction See attachment - to be added to Policy and Procedures Leo Lin, Vice Chair Program Operations (30 days, P&P) No discussion - Passed	Passed	
New Business	Mighty Mega Leadership Meeting - Carlene Takaki Attended the USA Swimming Mighty Mega Leadership Meeting and found it inspiring and helpful with leadership tips. This leadership training can be found in the USA Swimming website and is about 30 minutes long.		
	May HOD Elections - David Cottam Elections for most of the positions in Pacific Swimming will take place at the HOD in May. Please submit your recommendations for nominations (self nominations are appropriate) to the Governance Committee.		
	National Age Group Summit - Mark Taliaferro Mark will be attending this summit next week representing Santa Clara. Palo Alto will also be attending. They are two of the top ranking teams in USA Swimming		
New Motions	None		
Next Meeting	EXE January 20, 2020, BOD meeting February 17, 2021		
Meeting Adjourned	8:53 PM		

RESPECTFULLY SUBMITTED BY
MARIE LIN
SECRETARY , PACIFIC SWIMMING BOARD OF DIRECTORS

Motion VCPO - 01
Open Water Meet Sanction:

In addition to what is described for Open Water Competition listed by USA-Swimming, Pacific Swimming has the following minimum requirements for Sanction of Open Water meets held in Pacific Swimming

1. Pacific swimming will not grant Approved meet or Observed meet status to open water meets.
2. The Meet venue must be located within the geographical boundary of the Pacific Swimming LSC as defined by USA-Swimming.

3. All Pacific Swimming Open Water meets are LSC meets.
4. The meet sanction application packet must be submitted to the Open Water Technical Assessment Officer and Sanction Chair for review at least 60 days prior to the meet date.
5. A minimum of 4 certified, registered USA-S officials to support the meet in the following positions: Meet Referee, Assistant Referee, Starter and Administrative Referee. All officials must have taken and passed the USA-S on-line Open Water Officials certification tests within the last 2 years. At least one of the officials, preferably the Meet Referee must have attended the USA-S Open Water Clinic. Officials working the meet should be certified in their respective assigned positions in the meet. The meet host is responsible to arrange for qualified officials.
6. The meet director shall be a registered Non-Athlete member of USA Swimming.
7. Essential Meet Personnel such as the Meet Director and the Independent Safety Officer shall be present at the venue throughout the duration of the meet and cannot hold any other position or be a participating athlete in any event. The Meet Director and the Independent Safety Officer shall not at any time transfer their responsibility to another person.
8. The meet application shall be reviewed by an Open Water Technical Assessment Officer. A detailed list of items to be included in the open water application can be found in Attachment 1.
9. The meet information sheet must be approved by the Meet Referee prior to approval by Sanction Chair. A sample list of information to be included in the meet information sheet can be found in Attachment 2.
- 10. Pacific Swimming reserves the right to rescind the Sanction if the Meet Referee determines that the conditions described in the Meet information sheet or safety plan are not met at the meet venue.**

Attachment 1 –

Items to be considered for inclusion in Open Water Meet Application (to be reviewed by the Open Water Technical Assessment Officer).

- 1) Written permission for the event(s) from the venue.
- 2) The Meet Director and Independent Safety Monitor and their contact information.

- 3) Name of the local authority in charge of water quality
- 4) A safety plan describing:
 - i. on course lifeguards and other rescue personnel, their watercraft, their deployment, and their medical qualifications.
 - ii. How other boat traffic unrelated to the meet is addressed
 - iii. medical evacuation procedures; onsite medical care and emergency transportation; location and distance of the nearest medical facility; communication procedures and equipment for rescue personnel.
 - iv. Expected air and water temperatures. Any known wind, current and tide factors.
 - v. Minimum and maximum depth on course
 - vi. Maximum number of athletes on course, and per wave
 - vii. How timing and race results will be handled, including the methods of accounting for all swimmers before, during and after the races.

Attachment 2 -

Items to be considered for inclusion in the Open Water Meet Information sheet (to be reviewed and approved by the Open Water Meet Referee)

1. The date(s), time(s) and location of the event(s); a description how to get there
2. the distances to be offered, and the age group or other eligibility requirements for each distance.
3. Awards, criteria for awards (age groups) including the type of awards
4. Entry fees.
5. Cut-off times or criteria (if applicable)
6. A Google map (or equivalent) of the venue showing the course(s) with:
 - I. distances,
 - II. the start/finish lines,
 - III. all turn and course buoys with distances,